

United States of America
Approved For Release 2002/01/25 : CIA-RDP92-00455R000100050023-5
Office of
Personnel Management Washington, D.C. 20415

STATINTL In Reply Refer To

April 23, 1980

Your Reference:

[REDACTED]
CENTRAL INTELLIGENCE AGENCY
Washington, D. C. 20505

Dear Project Manager:

Receipt is acknowledged of your completed alternative work schedules "Notice of Intent to Experiment" form, a copy of which is enclosed.

It is understood that your experiment will be conducted as part of the Alternative Work Schedules (AWS) Experimental Program of the Office of Personnel Management (OPM). As such, it will be conducted for a minimum period of 18 months unless termination is authorized earlier for one of the reasons contained in sections 102 or 202 of Public Law 95-390.

It is further understood that certain data, specified by the OPM, will be furnished by your organization. The data collection requirements outlined in the draft Master Plan (see Federal Register, August 20, 1979) for the program have been altered. Data requirements for those organizational units experimenting under AWS will now be one of three types: (1) preparation of a narrative report by the organizational unit at the end of 18 months of experimentation (outline for the report to be provided by OPM), (2) provision of the longitudinal data outlined in the draft Master Plan, or (3) participation in a study performed on-site by the AWS staff. The OPM will select approximately 60 work units to provide longitudinal data, and 15 to participate in on-site studies.

The remaining organizations, including your organization, have been selected to provide the narrative report. Additional information will be provided in an OPM Federal Personnel Manual bulletin at a later date.

We welcome your entry into this unique and significant undertaking, which, in the future, may have a profound effect on the work schedules of all Federal workers.

Sincerely yours,



Raymond J. Kirk, Ph.D.
Research Director
Alternative Work Schedules
Experimental Program
Office of Program Planning
End Development

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Enclosure

CON 114-243

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**Office of
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ALTERNATIVE WORK SCHEDULES
NOTICE OF INTENT TO EXPERIMENT

Name and address of organization Central Intelligence
Agency, Washington, D.C. 20505

STATOTHR

STATINTL

Number of employees 10 for Administrative
purposes

Major functions and activities (brief narrative description)

Intelligence Information, Collection
and Analysis

36 4/22/80

Is your organization currently on flexitime? yes no

If your organization is not on flexitime, what is your
current daytime operating schedule?

Hours _____ a.m. to _____ p.m.

Days _____ through _____

Are evening and/or nightshifts presently used? yes no

Type of alternative work schedule to be tested (describe
briefly)

5/4-9 and Variable Day in different work units

Proposed starting date April 28, 1980

Send to:

Office of Personnel Management
Compensation Division
Room 3353
Alternative Work Schedules
Experimental Program
1900 E Street, N.W.
Washington, D.C. 20415

PP 60-6
Feb. 1979
Expires
10-1-79
NARS-exempt

CON 114 24.5
January 1979